

Attachment A
Youth Service Bureau Core Role
Service Standards

JUVENILE DELINQUENCY PREVENTION

Juvenile Delinquency Prevention is the only service that DCS will fund. The other three core services must be in place for this service to be funded. Those three services are described below, but are not a part of this RFP.

“The successful prevention of juvenile delinquency requires efforts on the part of the entire society to ensure the harmonious development of adolescents, with respect for and promotion of their personality from early childhood.” *Office of the United Nations High Commissioner for Human Rights*

I. Service Description

Provision of services that prevent adolescent misbehavior and divert young people from the justice system (I.C. 31-26-3 (B)). These services can *prevent* youth from becoming involved in delinquent behaviors; can *intervene* with youth who have become involved in delinquent behaviors to prevent further progression in the juvenile delinquency system; and/or *divert* youth from the juvenile justice system through alternative programs. Services in this standard can occur in a variety of settings, including the home; school; community centers; churches; residential facilities; on the street; and recreation programs. Services can be directed at youth or their parents/caregivers. Programs/services that meet this service description are:

- Mentoring – Adult or older youth volunteer meets with program youth or family one-on-one to create a mentoring relationship
Unit Rate Basis: Open case per month
- Teen Court/Diversion – Program works with youth who have committed an offense. Program may give youth sanctions, and program monitors progress of sanctions and/or the youth’s progress in remaining free from further offenses thus keeping them out of the juvenile probation system
Unit Rate Basis: Open case per respondent per month
- Skills – Youth attend a specified number of sessions that follow a curriculum to increase knowledge or skills that will prevent them from becoming involved in the juvenile justice system. Sessions are typically conducted in a group setting and pre and post tests are required based on knowledge/skills taught
Unit Rate Basis: Targeted - per youth/per session
- School – Program provides youth an alternative to suspension, expulsion or dropping out of school. Youth typically attend a prescribed number of days. The program allows youth to remain engaged in school work and, in many cases, to get credit for school work while in this alternate placement.
Unit Rate Basis: Per diem

- Recreation – Program provides youth sports or recreational programming that engages their time, attention and energy. The program builds assets and diverts youth from potentially dangerous/illegal activities.
Unit Rate Basis: Per week attend, per youth utilizing a targeted group of youths that are engaged and regularly attending (site defines) the number of which would justify funding level
 - Shelter – Program provides overnight accommodations and a variety of programming for youth in need. The program may be emergency, short term or long term (if not overnight, program claims a half-day rate).
Unit Rate Basis: Per diem
 - Counseling/Guidance – Program provides youth and/or family guided intervention to solve a problem/issue that may result in an out-of-home placement for the youth
Unit Rate Basis: Per session per youth (or family unit)
 - Parent Education- Program provides parents instruction and guidance in parenting
Unit Rate Basis: Per session (or face-to-face encounter) per parent
1. Young persons should have an active role and partnership with the YSB in identifying program services to be offered whenever possible
 2. Services must be family focused and youth centered
 3. Staff must respect confidentiality. Failure to maintain confidentiality may result in immediate termination of the service agreement
 4. Services will be conducted with behavior and language that demonstrates respect for socio-cultural values, personal goals, life style choices and complex family interactions and be delivered in a neutral valued culturally competent manner
 5. Services should enhance existing services in the local community
 6. Wherever possible, evidence based and/or best practices should be used in the delivery of services to youth and families

II. Target Population

Youth ages 10 to 18 and their families (as defined by the family) who reside in the area served by the local Youth Service Bureau.

III. Goals

| Youth Service Bureau Goals | Counseling/ Guidance | Mentoring | Parenting Education | Recreation | Teen Court | School Intervention | Skills | Shelter |
|--|-----------------------------|------------------|----------------------------|-------------------|-------------------|----------------------------|---------------|----------------|
| Goal 1: 80% of youth will not be arrested during the time of program participation | Yes | Yes | No | Yes | Yes | Yes | Yes | Yes |
| Goal 2: 80% of youth will not be arrested for 6 months following program completion | No | No | No | No | Yes | No | No | No |
| Goal 3: 80% of youth will not drop out of school or be expelled from school during program participation | Yes | Yes | No | Yes | No | Yes | Yes | No |
| Goal 4: 90% of youth will demonstrate an increase in knowledge. | No | No | No | No | No | No | Yes | No |
| Goal 6: 90% of parents will demonstrate an increase in knowledge | No | No | Yes | No | No | No | No | No |
| Goal 7: 80% of Parents, Guardians or Teachers (adult) will report a positive change in youth | Yes | Yes | Yes | No | No | No | Yes | Yes |

| | | | | | | | | |
|------------|----|-----|----|-----|-----|-----|-----|----|
| behavior | | | | | | | | |
| Retention | No | Yes | No | Yes | No | No | No | No |
| Completion | No | No | No | No | Yes | Yes | Yes | No |

IV. Qualifications

All paid and unpaid staff that work with youth and families must have an understanding of the following concepts:

- Basics of child development
- Family dynamics
- Effects of abuse/neglect
- Impact of poverty on family functioning
- Healthy youth development, including the 40 Developmental Assets or Risk/Protective Factors

Also, all paid youth workers must pass a limited criminal history and Child Protective Services check, as well as not be listed on the Sex Offender Registry.

In addition, the follow requirements apply based on type of service delivered:

Counseling:

- Master's degree in social work, psychology, marriage and family therapy or related human service field and 3 years of related clinical experience or a Master's degree with a clinical license issued by the Indiana Social Worker, Marriage and Family Therapist or Mental Health Counselor Board as one of the following: 1) Clinical Social Worker, 2) Marriage and Family Therapist, 3) Mental Health Counselor

Recreational and drop-in services:

- Minimum of a high school diploma or equivalent
- Special knowledge/training in the area of recreation they are overseeing

Shelter/residential programs:

- Minimums as required by State of Indiana licensing, whether a licensed facility or not

Prevention/intervention programs/education programs (tutoring, mentoring, alternatives programs, Teen Court, case management):

- Bachelor's degree with training and/or experience in content areas

V. Case Record Documentation

Adequate records will be maintained on each participant to document the type and length of services received, as well as any demographic and outcome results. All case and/or program records must be maintained for a period of seven years from the last date of service.

VI. Service access

Each Youth Service Bureau must have a documented referral process that includes the following benchmarks:

1. All referrals will be responded to within 5 business days of receipt *unless* the referral source has indicated that it is an emergency, in which case response time will be 24 hours.
2. Referrals can come from other professionals in the community, the courts, probation, churches and schools. Self-referrals are acceptable as well, when appropriate.

VII. Billable Units

Payment for services will be based on actual allowable costs. Grantees will bill monthly based on these payment points:

- .1-personnel
- .2-other
- .3-contracts
- .4-supplies
- .5-equipment
- .6-buildings/lands
- .7-indirect cost
- .8-travel

(NOT FUNDED BY DCS, BUT MUST BE IN PLACE)

(IC 31-26-1-2 Sec. 3 (D) Inform and educate citizens about the functions and services available through the organization and serve as a link between the needs of youth and the community.

I. Service Description: In order for youth and their families to avail themselves of services, they must first be aware of those services and the benefits to be gained from participating in YSB programs. This can be best accomplished through direct marketing to target populations, the development of partnerships with other organizations that might have occasion to refer clients for services, and community wide public relations efforts that increase general public awareness of those services.

INFORMATION AND REFERRAL STANDARDS

(NOT FUNDED BY DCS, BUT MUST BE IN PLACE)

31-26-1-3 (2c) “Maintain a referral system with other service agencies that might benefit young people”

I. Service Description: Information and referral systems help individuals, families, and communities identify, understand, and use effectively the programs that make up the youth serving system.

ADVOCACY

(NOT FUNDED BY DCS, BUT MUST BE IN PLACE)

Core Role:

Support, represent, and protect the rights of young people.

Advocacy involves promoting the optimal development of children, protecting children’s rights, representing or giving voice to children whose concerns and interests are not being heard, and ensuring children have access to positive influences or services that will benefit their lives.

.